



Planner I

Exempt

GREENLEE COUNTY

Established Date: June 16, 2021

JOB SUMMARY

Under general direction, performs professional planning work in land development to support structured and organized growth and development in compliance with all regulatory requirements. Has responsibility for assignments which require the application of fundamental planning principles. Planner I's are generally considered to be in a training status and as assigned responsibilities, and a range of knowledge increase's with experience.

ESSENTIAL JOB FUNCTIONS

- Provides technical and professional planning services to achieve consistent and sustainable growth, adequate public services, and compatible land use; assures project plans are in compliance with local, State and Federal codes and regulations;
- Reviews and processes applications for use permits, rezoning, sketch plans, subdivision plats and building permits.
- Reviews and evaluates project designs, plans, and technical documents for compliance with regulatory requirements.
- Reviews development plans with developers, builders, utility companies, and other departments; summarizes all input for presentation to the Planning and Zoning Commission.
- Manages special projects as assigned; conducts research and analysis on ordinances, permits, plans, rules and regulations.
- Answers inquiries and assists the public and other agencies in matters relating to planning and permit review.
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- Performs other duties as assigned or required

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university with major course work in planning or a related field
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

KNOWLEDGE, SKILLS AND ABILITIES

- Skill in the detection of discrepancies in plans, methods and processes.
- Skill in interpreting technical documents and map specifications.
- Skill in collecting, tabulating, organizing, evaluating, analyzing and presenting data and information.
- Skill in presenting technical information to the general public, boards, commissions and elected officials in a clear and concise manner.

- Skill in reading, interpreting, understanding and applying planning standards and procedures, applicable rules and regulations
- Methods and techniques of planning , zoning and subdivision design
- Knowledge of applicable Federal, State and local laws, codes and regulations governing zoning and land use.
- Ability to successfully manage projects from inception through implementation and evaluation.
- Strong knowledge of Windows based applications; Word, Excel, PowerPoint, and Access.
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to perform duties independently that are appropriate and consistent with the level of the position.
- Ability to organize, manipulate, convert, and present geo-spatial data
- Ability to communicate clearly and concisely complex issues with staff both verbally and in writing.

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient persona mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds and work in an office environment.